

Human Rights and Equal Economic Opportunity Department
Section 3 Complaint Form
City of Saint Paul

Name of Complainant (Person or organization) _____ Home Phone _____

Street Address _____ Work Phone _____

City, State, Zip code _____

Against whom is this complaint being filed? _____ Business Phone _____

Name of organization or company _____

Street Address _____

City, State, Zip code _____

Name and identify others (if any) who violated the law in this case _____

You are (check all that apply)

- ☐ A. Low/Very low income
☐ B. Public housing resident
☐ C. A representative of A or B

- ☐ D. Section 3 business concern
☐ E. A representative of D

Complaint is against (check one or more boxes)

- ☐ A. Applicant
☐ B. Sub-Recipient
☐ C. Subcontractor

- ☐ D. Recipient
☐ E. Contractor
☐ F. Other (please specify _____)

Basis for non compliance with Section 3

- ☐ Denied Training ☐ Denied Employment ☐ Denied Contracting

What did the person you are complaining against do? (Check all that apply – provide documentation)

- | | |
|--|---|
| <input type="checkbox"/> A. Failed to meet numerical goals, as set out in the Section 3 regulations | <input type="checkbox"/> F. Failed to incorporate the Section 3 clause in Section 3 solicitations or contracts |
| <input type="checkbox"/> B. Failed to ensure that its contractors and subcontractors comply with Section 3 | <input type="checkbox"/> G. Failed to train and/or employ Section 3 residents |
| <input type="checkbox"/> C. Failed to notify Section 3 residents about training and/or employment opportunities | <input type="checkbox"/> H. Failed to award contracts to Section 3 business concerns |
| <input type="checkbox"/> D. Failed to notify Section 3 business concerns about contracting opportunities | <input type="checkbox"/> I. Contracted with a contractor found to be in violation of applicable statutes and/or HUD regulations |
| <input type="checkbox"/> E. Failed to notify potential contractors for Section 3 covered projects of the requirements of Section 3 | <input type="checkbox"/> J. Failed to provide preference to Section 3 residents in training and or employment opportunities. |
| | <input type="checkbox"/> K. Failed to provide preferences for Section 3 business concerns in contracting opportunities |

When did the act(s) checked above occur? (Include the most recent date if several dates are involved):

Identify HUD assistance program(s). (Check all that apply)

- | | | | |
|--------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> A. PIH/DEV | <input type="checkbox"/> D. Other PIH | <input type="checkbox"/> G. CDBG | <input type="checkbox"/> J. Other CPD |
| <input type="checkbox"/> B. PIH/MOD | <input type="checkbox"/> E. 202/811 | <input type="checkbox"/> H. HOME | <input type="checkbox"/> K. Lead-based Paint |
| <input type="checkbox"/> C. PIH/OPER | <input type="checkbox"/> F. Other Housing | <input type="checkbox"/> I. Homeless | <input type="checkbox"/> L. Other |

Summarize what happened? Attach additional information if necessary

Signature

Date

I declare under penalty of perjury that I have read this compliant (including any attachments) and that it is true and correct.

Instructions for the Complaint Register
Section 3 of the Housing and Urban Development Act of 1968

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

The information is given voluntarily and provides the basis for HUD's investigation of the complaint to determine if the allegations of noncompliance are valid. The Department will use the information provided as the basis for its determination of jurisdiction over a complainant's allegations. All information collected complies with the Privacy Act of 1974 and OMB Circular A-108. The information is not of a sensitive nature. The information is unique to the processing an allegation of noncompliance with the Section 3 statute or implementing regulations.

This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.

What does Section 3 of the Housing and Urban Development Act of 1968 provide?

The law describes the HUD programs directly affected by Section 3, receiving Federal financial assistance from the Department, and dictates how these programs are to provide employment and other economic opportunities for low and very low income persons.

What does the law cover?

Section 3 applies to any Public and Indian Housing programs that receive: (1) developmental assistance pursuant to section 5 of the U. S. Housing Act of 1937; (2) operating assistance pursuant to section 5 of the U.S. Housing act of 1937; or (3) modernization grants pursuant to section 14 of the U.S. Housing Act of 1937, and to housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead based paint hazards); (2) housing construction or (3) other public construction projects; and for which the contract and subcontract exceeds \$100,000.

What can you do about violations of the Law?

Remember, Section 3 applies to the awarding of jobs, training programs, and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low-income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within 180 days of the last alleged occurrences of noncompliance.

Complain to the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, by filing this form by mail or in person. The information received will be used by HUD to determine jurisdiction under Section 3.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about Section 3 or in filing a complaint at the HUD Office listed below:

Assistant Secretary
HUD Fair Housing and Equal Opportunity
451 7th Street SW
Washington, DC 20410
(202)-708-3633

Privacy Act of 1974 (P.L.93-579)

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1968, as amended by the Housing and Community Development Act of 1992,

U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process a complaint filed under Part 135. HUD may disclose certain information for Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.